



*State Of New Hampshire*  
**DIVISION OF PERSONNEL**  
Department of Administrative Services  
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PERSONNEL MEMORANDUM (FY 06-08)

**Open Enrollment**

Open enrollment for medical and dental benefits will be held beginning on Friday, June 9, 2006 and ending on June 23, 2006.

Active employees who wish to make changes to their medical and/or dental coverage should do so by updating their Choicelinx profile in the Online Benefit System. This update will require use of their Choicelinx password. If an employee cannot locate his or her password, they should be encouraged to go to the Choicelinx Online Benefit System now and request that a new password be mailed to their home address. A request made via the Online Benefit System will be responded to within 24 hours.

Members can change their medical plan type (HMO or POS) and add or delete their spouse and dependents to either the medical or dental plans during the open enrollment event. Any changes made will become effective July 1, 2006. **If no changes need to be made, employees do not need to take any action.**

If employees do not have access to a computer and wish to make changes to their medical and/or dental coverage, they should contact their Human Resources or Payroll office for assistance.

This information will also be posted on Sunspot.

**PLEASE NOTE: Employees hired between May 2, 2006 and June 4, 2006 will not receive their Password from Choicelinx for the Online Benefit System. It will be mailed to them after June 6, 2006. Employees who were hired on or before May 1, 2006 will still be able to make their elections and will receive their medical and/or dental ID cards shortly thereafter.**